



Career Executive Appointment

Examination Announcement

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

DEPARTMENT: **Managed Risk Medical Insurance Board**

POSITION TITLE: **Deputy Director, Administration**
 C.E.A. Level 2
 Pending Control Agency Approval

SALARY: **\$7302 - \$8051 per month**

FINAL FILE DATE: **October 20, 2006**

DUTIES/RESPONSIBILITIES

The Managed Risk Medical Insurance Board (MRMIB) was created in 1990 with a broad mandate to advise the Governor and the Legislature on strategies for reducing the number of uninsured persons in the state. The Board, which meets monthly, is comprised of volunteers appointed by the Governor and the Legislature. The Board has a staff of approximately eighty who work to advance the Board's mission and administer its programs. Information about the Board and its programs is available on the MRMIB website at <http://www.mrmib.ca.gov>.

The Board presently administers the following programs:

- The Major Risk Medical Insurance Program (MRMIP) which provides health insurance to Californians who are unable to obtain coverage in the individual insurance market due to a pre-existing health condition;
- The Access for Infants and Mothers Program (AIM) which provides low cost health insurance to moderate income pregnant women and their infants;
- The Healthy Families Program (HFP) which provides comprehensive health, dental and vision coverage to uninsured children living in low income households; and
- The County Health Initiative Matching Fund Program (CHIM) under which counties draw down State Children's Health Insurance Program (SCHIP) funds to pay for coverage to SCHIP eligible children who have incomes above the State maximum.

Also, as part of its mission to provide coverage for the uninsured, the Board is also involved in developing and analyzing approaches for expansion of health care access.

MRMIB is not a typical state agency. It conducts most of its business through contracts-- with managed care plans to provide health care services to subscribers and with administrative vendors to handle

enrollment and premium collection functions. The Board leverages use of its relatively small staff to develop program policy, implemented primarily through its contracts, and to monitor contractor performance. Financing for the Board's programs is complex, involving federal, state and county funds as well as funds from insurers. The Board's total budget for its programs exceeds \$1 billion. A major workload in the Administration Division is compliance with federal reporting requirements, tracking expenditures and billing the federal government, and monitoring the status of federal funding activity. Both AIM and HFP also require extensive coordination with Medi-Cal because they have combined application processes and other inter-relationships

POSITION SUMMARY:

The Deputy Director for Administration is a member of the Board's executive team and oversees a division of 26 managers and staff. Under general direction of the Chief Deputy Director, the Deputy Director has overall responsibility for planning and directing the Board's budget, accounting, contracting, regulations, information technology, business services (including procurement, telecommunications, property and record management, facilities management, capital outlay) and human resources (including classification and pay, selection and examinations, health and benefits, workers' compensation, workplace violence, and the employee assistance program). Duties of particular note include:

- Coordinate with the Department of Health Services on federal and state appropriations and funding allocations associated with federal SCHIP funds.
- Develops and presents the Board's support and local assistance budget. Serves as primary liaison to the Legislature, Department of Finance, and other control agencies on all budget issues and negotiations. Delivers testimony to the Board and the Legislature on MRMIB-related fiscal issues. Oversees conduct of fiscal analyses as needed by MRMIB to respond to control agency information requests, legislative proposals. Oversees the specialized fiscal forecasting operation of the Board. Ensures that the Board's actuary has data needed for actuarial analysis. Works with the Governor's office, national associations, and California's delegation on federal funding issues associated with the Board's programs.
- Monitors program performance and expenditures to assure the fiscal integrity of the Board.
- Ensures prompt and accurate payment of contractors, including the monthly capitation payment process for payments to health, dental and vision plans. Reviews periodic reports from participating health plans on subscriber premium revenues and expenditure trends; identifies problems and recommends changes in participating health plan operations or in program policies, systems, or procedures as needed.
- Manages audit responses to all financial and program audits conducted by the federal government and the State, and assures that MRMIB complies with all statutory and regulatory fiscal requirements.
- Oversees the development of information systems that provide operational and management reports from information submitted by the Board's administrative vendors and health, dental, and vision plans.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications by the final filing date to compete in this CEA examination:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

And

Applicants demonstrate have the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of specific knowledge and abilities listed below. These knowledges and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, and may have been in State service, other government settings, or in a private organization.)

KNOWLEDGE OF:

- The organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch;
- Principles, practices and trends of public administration, organization, and management;
- Techniques of organizing and motivating groups;
- Program development and evaluation;
- Methods of administrative problem solving;
- Principles and practices of policy formulation and development; and
- Personnel management techniques.

ABILITY TO:

- Plan, organize, direct and evaluate the work of multi-disciplinary and multi-cultural professional, and administrative staff;
- Analyze administrative policies, organization, procedures, and practices;
- Integrate the activities of a diverse program to attain common goals;
- Gain the confidence and support of top level administrators and advise them on a wide range of administrative matters;
- Develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches;
- Analyze complex problems and recommend effective courses of action; and
- Prepare and review reports.

DESIRABLE QUALIFICATIONS

In appraising experience, weight will be given to the following desirable qualifications, as well as possession of the aforementioned minimum qualifications:

- Core competencies of strong leadership, informed decision making, critical thinking, and customer service.
- Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership, teamwork and initiative at all levels, and use sound judgment in managing complex and varied programs.
- Varied administrative managerial experience including management of a budget or fiscal function, direct experience managing projects in the fiscal, personnel, information technology, business services, and legislative arenas.
- Demonstrated strength in communicating complex and/or sensitive information in both oral and written format.
- Knowledge of California's health programs, particularly Medi-Cal.
- Techniques for continuous process improvement and maintaining quality customer service;
- Knowledge of policies and practices in the area of state contracting and business services;

- Understanding of the basic principles of data management, including data analytics and validation of data provided by plans and vendors as well as compiling and formatting such data for reporting and monitoring purposes;
- Detailed knowledge of the State's budget process and the development and administration of a department budget.
- Familiarity with State personnel laws and rules, labor contracts, and current labor relation policies and procedures used in State service.
- Ability to coach employees and create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.

EXAMINATION INFORMATION

This examination will consist of the standard State application (Std. 678) and Statement of Qualifications screening process and possible interviews. In addition to completing and submitting a standard State application (Std. 678), all candidates must prepare a Statement of Qualifications of no more than two pages in length. The Statement of Qualifications is a narrative discussion of how the applicant's education, training, experience, and skills meet the Minimum Qualifications and Desirable Qualifications and qualifies them for the position. All applications **must include** "to" and "from" dates (month/day/year). **Applications received without the required Statement of Qualifications will be disqualified.**

The Personnel Office staff will assess applications to assure applicants meet the minimum qualifications.

An evaluation committee will screen applications and Statements of Qualifications based on the identified Minimum Qualifications, the Desirable Qualifications for the position, and the competitive nature of each candidate's relevant knowledge, skills, and experience. Interviews may not be held if they are found unnecessary to make a selection. If interviews are held, only the most qualified candidates will be scheduled for an interview. All qualified applicants will be notified of their final score.

The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months or a new examination may be scheduled.

FILING INSTRUCTIONS

All interested applicants must submit a standard original State application (Std. 678) and a Statement of Qualifications to:

By Mail: Managed Risk Medical Insurance Board Personnel Office – Exams P.O.Box 2769 Sacramento, CA 95812-2769	In Person: Managed Risk Medical Insurance Board Personnel Office – Exams 1000 G Street, Suite 450 Sacramento, CA 95814
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Applications postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date of October 20, 2006 will not be accepted. Applications received without the Statement of Qualifications will not be accepted.

Questions regarding this examination should be directed to Tennille Haberman at thaberman@mrrib.ca.gov or (916) 327-7977.

California Relay Telephone Service for the deaf or hearing impaired: TDD: 1-800-735-2929	VOICE: 1-800-735-2922
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